

**TO: all agency staff who enter client data into HMIS for the Homelessness Prevention and Rapid Rehousing Program (HPRP)**

We're still seeing some evidence that data entry is not being done correctly in HPRP despite the Dataset newsletters I've been sending out. So I want to capture the essential points here in one message. Please contact me directly if you do not understand any part of the instructions below. These steps are in the correct order to assure that data is captured correctly in HMIS

1. **Enter all family members in Central Intake before enrolling anybody from a family into any program.** Start with entering Head of Household data on the HoH Intake page, and then go to the Household Statistics page to finish the HoH, and then enter remaining family members here. Also enter at this time any income sources for each family member.
2. **Enroll the entire family into the program at one time.** When you go through this process, a popup box with all the family members' names appears, with a check by each family member. Leave all family members checked in order to enroll all family members in the program at the same time. Remember to answer the 'Prior Living Situation' and 'Length of Stay' questions in the middle part of the page, clicking 'Save' afterwards.
3. **Answer the program entry questions for all family members.** You have to answer the questions for each family member separately by making each client's record the 'active' record (use either the '**Shrink to Current Group**' button or the '**Shrink to Current Household**' button, and then choosing the client record from the 'Customer' box). Finish answering all the questions for a client, and then click 'Save' at the bottom of the page, then select the next client record on which you will perform the same action.



4. **Assign services to the Head of Household only.** Other family members should not have any services except the auto-generated 'Enrollment' service that everyone gets at program enrollment time. Be sure to assign the Head of Household all services in HMIS that they actually receive (ie rental assistance, deposits, utility payments, case management, outreach and engagement, housing search and placement, credit repair, inspections, etc.)